

CASA

2015-2016

PARENT HANDBOOK



Loudoun County

Department of Parks, Recreation and Community Services

20145 Ashbrook Place, Suite 170

Ashburn, VA 20147

Main Office Number 703-777-0343

I. CONTENTS

II. Welcome.....	3
III. Program Mission & Goals	4
Our Mission.....	4
Program Goals	4&5
IV.Enrollment.....	5
Waitlist.....	5
Schools without the CASA Program.....	6
Children with Special Needs	6
V. Registration & Fees.....	6
Registration Procedures	6
Registration Fee & Monthly Fee	7
Program Fees	7
Late Pick - Up Fee.....	7
Financial Assistance	7
Childcare Statements.....	8
Withdrawal Procedure.....	8
VI. Payments and Billing	8
Payment Options	8&9
Adjustments and Refunds.....	8
Returned Checks.....	8
VII. Curriculum	9
Active Play Time.....	9
Homework/Quiet Time (Monday-Thursday)	9
Snack Time.....	9
Creative Time.....	9
VIII. Calendar.....	10
Important Dates 2015-2016.....	10&11
IX. School Closings and Weather Information.....	11
INCLEMENT WEATHER DAYS	11
Ozone Action Days.....	12
Citizen Alert System.....	12
X. General Information and Policies	12&13

Sign in/Out Policy.....	13
Child Abuse/Neglect	14
Emergency Preparedness and Shelter in Place.....	14
Emergency Pick-Ups	14&15
Snack Information.....	15
XI. Licensing Information	15
Licensing Information for Parents about Child Day Care Programs	15&16
XII. Behavior Management	16
Behaviors that May Lead to an Incident Report, Possible Suspension, or Termination from the Program:....	16&17
XIII. Discipline & Incident Reports	17
Typical Steps Pertaining to Discipline and Incident Reports.....	17
Causes & Procedure for Dismissal	17
Zero Tolerance Policy.....	18
XIV. Health & Emergency Forms	18
Daily Health Check	18
Fever Policy.....	19
Immunizations	19
Ill and Injured Children	19
XV. Medication Policy	19
Medications	20
Sunscreen and Insect Repellent Policy	20&21
Severe Allergies	21
XVI. Contact Information & Program Locations.....	22
Loudoun County Parks, Recreation and Community Services.....	22
Children’s Programs Division	22
CASA Specialists	22
CASA Locations	23&24
Shelter in Place Policy	25

II. WELCOME

DEAR CASA FAMILIES:

WELCOME TO THE 2015-2016 COUNTY AFTER SCHOOL ACTIVITIES' PROGRAM (CASA) OF LOUDOUN COUNTY PARKS, RECREATION AND COMMUNITY SERVICES. CASA STAFF CONTINUE PLANNING AND PREPARING EXCITING ACTIVITIES TO ENGAGE THE CHILDREN'S KNOWLEDGE AND INTERESTS THROUGHOUT THE YEAR.

OUR FOCUS THIS YEAR IS TAKING A LOOK AT ALL THE PIECES OF A CHILD'S EXPERIENCES, NEW AND OLD, AND CONNECTING IT BACK TO THEM. ONE OF OUR GOALS IS TO ILLUSTRATE HOW EVERYTHING HAS AN INTERCONNECTEDNESS, AND SO OUR MONTHLY THEMES HAVE BEEN CREATED TO FACILITATE PROGRAMMING THAT WILL REFLECT THOSE CONNECTIONS.

THE MONTHLY THEMES INCLUDE: GAMES AND GETTING TO KNOW YOU, NUTRITION & WELLNESS WITH COMMUNITY INVOLVEMENT, SCIENCE CHALLENGES AND INVENTIONS, THE ARTS: MUSIC, DRAMA, THEATRE AND LITERACY, AND NATURE AND SCIENCE EXPLORATIONS. AN UNDERLYING GOAL WE HAVE IS CONNECTING CHILDREN BACK TO THEIR COMMUNITIES AND TO BUILD A STRONG CASA COMMUNITY. TO FACILITATE A CONNECTEDNESS TO COMMUNITY, WE ARE PROVIDING OUR STAFF WITH CONTACTS WHO HAVE AGREED TO BE SPECIAL SPEAKERS AND HAVE ENCOURAGED OUR STAFF TO REACH OUT TO LOCAL BUSINESSES FOR SUPPORT OF OUR ENDEAVORS. WE HOPE THIS WILL ENCOURAGE A SENSE OF OWNERSHIP AND PRIDE IN THE CHILDREN'S NEIGHBORHOODS. TO ACHIEVE THIS GOAL, EACH CASA SITE WILL CREATE A MOSAIC THAT REQUIRES EACH CHILD TO DESIGN A PUZZLE PIECE WHICH WILL FIT INTO A LARGER PUZZLE TO ILLUSTRATE THE PROGRAM AS A WHOLE.

WE BELIEVE FOCUSING ON THE LINK BETWEEN THESE SMALL INDIVIDUAL PIECES FROM A CHILD'S LIFE AND PROVIDING INTERESTING NEW EXPERIENCES ALLOWS US TO ACHIEVE OUR DIVISION SPECIFIC GOALS, WHICH ARE INTEGRATING THE CHILDREN INTO OUR COMMUNITY, ENCOURAGING CHILDREN TO SEEK NEW ADVENTURES AND INSTILLING VALUES SUCH AS COOPERATION, SELF-DISCIPLINE AND RESPECT, ALL WHILE PARTICIPATING IN A FUN AND WELL-ROUNDED PROGRAM.

PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH THE INFORMATION IN THIS PARENT HANDBOOK. THE CONTENT HAS BEEN REVISED TO MAKE IT CURRENT AND RELEVANT AS A RESOURCE FOR THE CASA PROGRAM. IF YOU HAVE ANY QUESTIONS ABOUT POLICIES OR INFORMATION CONTAINED IN THIS HANDBOOK, PLEASE FEEL FREE TO CALL. EACH OF OUR PHONE NUMBERS ARE LISTED ON PAGE 23.

WE LOOK FORWARD TO HEARING FROM YOU THROUGHOUT THE YEAR. WE APPRECIATE YOUR FEEDBACK AND STRIVE TO INCORPORATE CHANGES BASED ON YOUR RECOMMENDATIONS. AS ALWAYS, OUR DOORS AND PHONES ARE ALWAYS OPEN FOR YOU TO SHARE ANY THOUGHTS OR CONCERNS ABOUT YOUR CASA EXPERIENCE. IT IS OUR GOAL TO PROVIDE A SAFE, CARING, AND ENJOYABLE EXPERIENCE FOR ALL CHILDREN ENROLLED IN OUR AFTER SCHOOL ACTIVITIES PROGRAMS.

SINCERELY,

CATHERINE BAISEY & ALITA HOWARD

CHILDREN'S PROGRAM COORDINATORS

III. PROGRAM MISSION & GOALS

OUR MISSION

TO SUPPORT THE AMBITION OF THE CHILDREN'S PROGRAMS DIVISION OF PARKS, RECREATION, AND COMMUNITY SERVICES (PRCS) THROUGH THE PROVISION OF A SAFE, ACCOUNTABLE AFTER SCHOOL CURRICULUM FOR SCHOOL-AGED CHILDREN.

PROGRAM GOALS

CASA CONTINUALLY STRIVES TO BUILD A MEANINGFUL CURRICULUM BY USING OUR EXPERIENCE, KNOWLEDGE AND RESOURCES TO DESIGN, IMPLEMENT AND EVALUATE A PROGRAM THAT PROMOTES COMPREHENSIVE LEARNING AND DEVELOPMENT FOR CHILDREN. AT CASA, WE ENCOURAGE CHILDREN TO LEARN AND PARTICIPATE IN THE FOLLOWING GOALS:

- A. RESPECT FOR SELF AND OTHERS: WE BELIEVE THAT EVERY CHILD IN OUR PROGRAM IS VALUABLE AND WE MAKE EVERY EFFORT TO CREATE AN ENVIRONMENT THAT FOSTERS SELF-CONFIDENCE AND ESTEEM BUILDING. WITH THIS IN MIND, WE SEEK TO DEVELOP CHILDREN'S RESPECT FOR THEMSELVES AND OTHERS BY:
 1. PROMOTING POSITIVE PEER INTERACTION: WE EMPHASIZE THE IMPORTANCE OF GOOD MANNERS, POSITIVE COMMUNICATION, EFFECTIVE PROBLEM SOLVING, AND TEAM BUILDING.
 2. FOSTERING COOPERATION WITH ADULTS: STAFF WILL ESTABLISH FAIR AND CONSISTENT RULES AND POLICIES FOR ALL OF THE CHILDREN. WE EXPECT THE CHILDREN TO FOLLOW THESE RULES, AND LIKEWISE HOLD OURSELVES TO A STANDARD OF EXCELLENCE AND PROFESSIONALISM WHEN EXPLAINING AND ENFORCING RULES. WE POSITIVELY INFLUENCE CHILDREN'S ATTITUDES AND LEARNING.
 3. EMPOWERING CHILDREN TO MAKE SAFE AND HEALTHY DECISIONS: WE ESTABLISH BOUNDARIES THAT TEACH CHILDREN TO BE RESPONSIBLE FOR THEIR OWN ACTIONS. WE PROMOTE INDEPENDENT THOUGHT AND LEARNING. CASA STAFF LEAD CHILDREN BY EXAMPLE AND ACT AS ROLE MODELS BY ILLUSTRATING APPROPRIATE MANNERS, CONDUCT AND APPEARANCE. AS ADULTS, WE OBSERVE, DOCUMENT, AND ADDRESS POTENTIAL CONCERNS IN THE PROGRAM AS THEY ARISE.

B. SELF EXPRESSION: EVERY CHILD IS UNIQUE AND SPECIAL. WE ENCOURAGE CHILDREN TO DEVELOP THEIR TALENTS AND GIFTS BY CREATING VARIED OPPORTUNITIES FOR DISCOVERY. AT CASA WE PROVIDE CHILDREN WITH AN OPPORTUNITY TO EXPRESS THEMSELVES THROUGH AVENUES SUCH AS:

- (1) MUSIC AND DRAMA
- (2) ARTS AND CRAFTS
- (3) PHYSICAL ACTIVITIES
- (4) LEARNING NEW SKILLS
- (5) HOMEWORK/READING/EDUCATIONAL TIME

C. SENSE OF COMMUNITY: EVERY CHILD WILL BE PROVIDED WITH POSSIBILITIES TO DEVELOP THEIR CHARACTER AND INTERACT WITH THEIR NEIGHBORS IN A WAY THAT POSITIVELY IMPACTS THE WORLD AROUND THEM. CASA TEACHES THE IMPORTANCE OF COMMUNITY INVOLVEMENT, AND EMPHASIZES COMPASSION FOR THOSE AROUND US. THIS IS DONE BY PROMOTING:

- (1) CULTURAL AWARENESS: WE CELEBRATE THE DIFFERENCES THAT MAKE US UNIQUE AND SPECIAL, AND WE FOSTER AWARENESS AND RESPECT FOR ALL PEOPLE.
- (2) SERVICE LEARNING PROJECTS: CHILDREN WILL PARTICIPATE IN PROJECTS DESIGNED TO MAKE THEM AWARE OF AND HELP MEET SOME OF THE NEEDS IN THEIR COMMUNITY.

ENROLLMENT

PLEASE VISIT OUR MAIN OFFICE TO ENROLL IN NEW PROGRAMS. ENROLLMENT IS LIMITED AND AVAILABLE ON A FIRST COME, FIRST SERVED BASIS.

IV. ENROLLMENT

WAITLIST

EACH LOCATION HAS A MAXIMUM CAPACITY AND OPENINGS ARE AVAILABLE ON A FIRST COME FIRST SERVED BASIS. WE ARE NOT ABLE TO GUARANTEE OR PREDICT WHEN SPACE WILL BECOME AVAILABLE AT A PARTICULAR LOCATION. IF YOU ARE PUT ON THE WAITLIST, AN ADMINISTRATIVE ASSISTANT WILL CONTACT YOU THROUGH E-MAIL OR BY PHONE TO LET YOU KNOW WHEN SPACE IS AVAILABLE. WHEN YOU ARE OFFERED A SPACE, YOU HAVE THE OPTION TO ACCEPT THE SPACE, BE MOVED TO THE BOTTOM OF THE WAITLIST, OR DECLINE. FUTURE PLACEMENT IS NOT GUARANTEED AND THE WAITLIST IS ESTABLISHED EACH PROGRAM YEAR.

SCHOOLS WITHOUT THE CASA PROGRAM

THE CASA PROGRAM IS OFFERED IN MOST OF THE LOUDOUN COUNTY PUBLIC SCHOOLS. IF A CHILD'S SCHOOL DOES NOT OFFER THE CASA PROGRAM, PLEASE CALL OUR MAIN OFFICE TO SEE IF TRANSPORTATION IS OFFERED TO ANOTHER SCHOOL FOR CASA.

CHILDREN WITH SPECIAL NEEDS

LOUDOUN COUNTY PARKS, RECREATION AND COMMUNITY SERVICES WORKS CLOSELY WITH FAMILIES TO PROVIDE A SUCCESSFUL EXPERIENCE FOR ALL CHILDREN. WE WILL ATTEMPT TO ACCOMMODATE A PARTICIPANT'S SPECIAL NEEDS TO ENSURE SUCCESSFUL PARTICIPATION IN THE PROGRAM. PLEASE GIVE US AT LEAST 2 WEEKS NOTICE PRIOR TO YOUR CHILD STARTING THE PROGRAM TO MAKE ANY NECESSARY ACCOMMODATIONS.

V. REGISTRATION & FEES

REGISTRATION PROCEDURES

REGISTRATION MUST BE DONE IN PERSON AT THE PRCS ADMINISTRATIVE OFFICE AT 20145 ASHBROOK PLACE, SUITE 170, ASHBURN, VA 20147. ALL ITEMS BELOW ARE REQUIRED TO REGISTER/COMPLY WITH VIRGINIA STATE LICENSING.

- A) A CHILDREN'S PROGRAMS DIVISION REGISTRATION FORM AND ADDENDUM. FORMS ARE AVAILABLE AT WWW.LOUDOUN.GOV/CASA OR THE PRCS MAIN OFFICE.
- B) CURRENT IDENTITY VERIFICATION FOR EACH CHILD. ACCEPTABLE FORMS INCLUDE AN ORIGINAL OR CERTIFIED COPY OF THE CHILD'S BIRTH CERTIFICATE, BIRTH REGISTRATION CARD, PASSPORT, OR REPORT CARD.
- C) A COMPLETED COPY OF THE COMMONWEALTH OF VIRGINIA SCHOOL ENTRANCE HEALTH FORM.

IT IS THE RESPONSIBILITY OF THE PARENTS TO PROVIDE CASA STAFF WITH THE PROPER REGISTRATION INFORMATION AND CURRENT PHONE NUMBERS FOR THE CHILD'S FILE. PLEASE REQUEST AN INFORMATION UPDATE FORM FROM YOUR SITE SUPERVISOR TO DOCUMENT ANY CHANGES IN INFORMATION AS SOON AS THEY OCCUR.

REGISTRATION FEE & MONTHLY FEE

EACH YEAR THERE IS A NON-REFUNDABLE REGISTRATION FEE OF \$45.00 PER FAMILY. THIS IS DUE AT THE TIME OF REGISTRATION IN ORDER TO HOLD YOUR CHILD'S SPOT. FOR 2015-2016 THE MONTHLY FEE IS \$325.

PROGRAM FEES

CASA FEES ARE BILLED MONTHLY AND SHOULD BE PAID BY THE 1ST OF EACH FOR THE PRECEDING MONTH. FOR EXAMPLE, OCTOBER'S PAYMENT IS DUE SEPTEMBER 1ST, NOVEMBER'S PAYMENT IS DUE OCTOBER 1ST AND SO FORTH.

SEPTEMBER: PAYMENT MUST BE RECEIVED BY AUGUST 1ST. IF PAYMENT IS NOT RECEIVED BY AUGUST 1ST, YOUR CHILD WILL BE DROPPED AND MAY NOT ATTEND CASA AT THE BEGINNING OF THE SCHOOL YEAR. IF SPACE IS AVAILABLE AND YOU WANT TO RE-REGISTER YOUR CHILD, YOU WILL BE REQUIRED TO PAY A \$45 RE-REGISTRATION FEE IN ADDITION TO THE MONTHLY FEE.

OCTOBER- JUNE: PAYMENTS RECEIVED AFTER THE 1ST OF THE PRECEDING MONTH WILL BE ASSESSED A \$25.00 LATE FEE PER CHILD. IF PAYMENT IS NOT RECEIVED BY THE 10TH, THE CHILD IS DROPPED AND MAY NOT ATTEND THE NEXT MONTH. IF SPACE IS AVAILABLE, YOU MAY RE-REGISTER BY PAYING A \$45 RE-REGISTRATION FEE IN ADDITION TO THE MONTHLY FEE.

JUNE'S PAYMENT: IF A CHILD WAS ENROLLED FOR THE ENTIRE SCHOOL YEAR, THERE WILL NOT BE A FEE FOR JUNE. IF A CHILD STARTS AFTER WINTER BREAK, A PARTIAL PAYMENT WILL BE DUE. IF A CHILD STARTS AFTER APRIL 1ST, FULL PAYMENT FOR JUNE IS DUE.

LATE PICK-UP FEE

A \$15- PER CHILD LATE PICK UP FEE WILL BE ASSESSED FOR EVERY 15-MINUTE TIME PERIOD FROM 6:01PM. IF YOUR CHILD'S LOCATION CLOSES AT 6:15PM THE LATE FEE WILL BE ASSESSED STARTING AT 6:16PM. FOR EXAMPLE: 6:10PM PICK UP WILL BE ASSESSED \$15 PER CHILD, 6:35PM PICK UP WILL BE ASSESSED \$45 PER CHILD UPON YOUR ARRIVAL YOU WILL BE ASKED TO SIGN A LATE PICK-UP FORM. PARENTS WHO ARE FREQUENTLY LATE MAY BE ASKED TO SEEK AN ALTERNATE PROGRAM. LATE PICK-UP FEES ARE DUE WITH THE NEXT PROGRAM FEE OR WITHIN TWO WEEKS OF THE END OF THE PROGRAM.

FINANCIAL ASSISTANCE

ASSISTANCE FOR DAYCARE EXPENSES MAY BE AVAILABLE TO ELIGIBLE RESIDENTS THROUGH LOUDOUN COUNTY FAMILY SERVICES. FOR INFORMATION PLEASE CALL 703-777-0353.

CHILDCARE STATEMENTS

ARE AVAILABLE ON WEBTRAC FOR FAMILIES WHO NEED TO SUBMIT FOR REIMBURSEMENT. OUR TAX IDENTIFICATION NUMBER IS 54-094-8306.

WITHDRAWAL PROCEDURE

PARENTS MUST NOTIFY THE PROGRAM COORDINATOR IN WRITING 2 WEEKS IN ADVANCE IF YOU PLAN TO WITHDRAW YOUR CHILD FROM CASA. YOU MAY E-MAIL: CASA@LOUDOUN.GOV. PLEASE INCLUDE YOUR CHILD'S NAME, CASA LOCATION, HOUSEHOLD NUMBER, AND THE LAST DAY YOUR CHILD WILL BE ATTENDING.

VI. PAYMENTS AND BILLING

PAYMENT OPTIONS

WE ACCEPT CASH, CHECKS, AND CREDIT CARDS (VISA, MASTERCARD, & DISCOVER). THERE ARE THREE OPTIONS FOR PAYMENT:

1. MAIL: MAKE A CHECK PAYABLE TO: COUNTY OF LOUDOUN AND MAIL TO: LOUDOUN COUNTY PRCS, ATTENTION: CASA, 20145 ASHBROOK PLACE, SUITE 170, ASHBURN, VA 20147
2. WALK-IN: YOU MAY PAY IN PERSON AT ANY LOUDOUN COUNTY COMMUNITY CENTER (HOURS VARY), AND THE PARKS, RECREATION, AND COMMUNITY SERVICES OFFICE AT: 20145 ASHBROOK PLACE, SUITE 170, ASHBURN, VA 20147.
3. VISIT US AT: WWW.LOUDOUN.GOV/WEBTRAC, YOU WILL NEED YOUR PRCS HOUSEHOLD #, PASSWORD, AND CREDIT CARD INFORMATION.

ADJUSTMENTS AND REFUNDS

FEES WILL NOT BE ADJUSTED OR REFUNDED FOR ABSENCES, EARLY PICK-UPS, UNANTICIPATED CALENDAR CHANGES, CLOSINGS DUE TO WEATHER CONDITIONS, OR OTHER EMERGENCY SITUATIONS.

RETURNED CHECKS

THERE WILL BE A \$35 CHARGE FOR ANY CHECK RETURNED FOR INSUFFICIENT FUNDS.

VII. CURRICULUM

THE PRIMARY PURPOSE OF A DAY IN LOUDOUN COUNTY'S CASA PROGRAM IS TO PROVIDE SAFE, ACCOUNTABLE, FUN ACTIVITIES TO ALL PARTICIPANTS. THE PROGRAM GOAL IS TO PROVIDE ACTIVITIES THAT HELP ALL STUDENTS EXCEED THEIR POTENTIAL. SITE STAFF CREATE LESSON PLANS FOR THE DAILY SCHEDULE THAT KEEP ALL CHILDREN SAFE AND ENGAGED IN THE PROGRAM. ALL ACTIVITIES MUST BE PLANNED ACCORDING TO VIRGINIA LICENSING GUIDELINES AND WILL OFFER ALL THE ELEMENTS LISTED BELOW DURING THE DAILY SCHEDULE AS PLANNED BY THE SITE SUPERVISOR.

ACTIVE PLAY TIME

AGE APPROPRIATE ACTIVE GAMES AND SPORTS HELP BUILD CONFIDENCE OF EACH CHILD. AT LEAST 25% OF THE PROGRAM DAY MUST OFFER ACTIVE TIME TO EVERY CHILD. ALL CHILDREN IN THE PROGRAM SHOULD WEAR CLOSED-TOE SHOES FOR THE SAFETY OF EACH PARTICIPANT.

HOMEWORK/QUIET TIME (MONDAY-THURSDAY)

AT LEAST 30 MINUTES OF QUIET TIME IS OFFERED TO FOCUS ON HOMEWORK, OR AN ACTIVITY TO STIMULATE CREATIVITY AND CHALLENGE EACH CHILD'S SKILLS. IF A CHILD HAS NO HOMEWORK, A THEME-BASED QUIET OPTION SUCH AS LIBRARY TIME, ART, OR RESEARCH WILL BE PROVIDED.

SNACK TIME

CASA PROVIDES A DAILY USDA APPROVED SNACK. ALL STUDENTS, WHETHER THEY ARE HAVING SNACK OR NOT, MUST WASH THEIR HANDS BEFORE AND AFTER SNACK. SNACK TIMES ARE TYPICALLY 20-30 MINUTES LONG AND STUDENTS MAY BRING THEIR OWN SNACK, BUT NOT SHARE IT.

CREATIVE TIME

CREATIVE TIME OFFERS AGE APPROPRIATE ACTIVITIES SUCH AS ARTS AND CRAFTS, DRAMA, DANCE, AND TIME TO THINK OUTSIDE THE BOX TO MEET EACH CHILD'S INTERESTS. ACTIVITIES ARE OFTEN THEME BASED AND OFFERED THROUGHOUT THE PROGRAM YEAR.

VIII. CALENDAR

IMPORTANT DATES 2015- 2016

THE CHILDREN'S PROGRAMS DIVISION OFFERS SCHOOL'S OUT CAMPS THAT FOLLOW THE LOUDOUN COUNTY PUBLIC SCHOOL CALENDAR. THE CAMPS ARE LOCATED IN EASTERN (STERLING & ASHBURN), WESTERN (HAMILTON & LOVETTSVILLE), CENTRAL (LEESBURG), AND DULLES SOUTH (SOUTH RIDING) AREAS. THE CAMPS RUN WHEN SCHOOLS ARE CLOSED, FOR TEACHER WORKDAYS OR BREAKS AND RUN FROM 7:30AM-6:00PM. THEY ARE THEMED CAMPS WITH CREATIVE ACTIVITIES. FOR MORE INFORMATION ABOUT THESE PROGRAMS YOU CAN EMAIL THE CAMP PROGRAM AT CAMP@LOUDOUN.GOV, CALL THE CAMP COORDINATOR AT 703-737-8031, VISIT THE CAMP WEBSITE AT WWW.LOUDOUN.GOV/CAMPS OR LOOK IN THE QUARTERLY PRCS ACTIVITY GUIDE. BELOW ARE IMPORTANT DATES ON THE CASA CALENDAR. PLEASE KEEP IN MIND THAT THESE DATES ARE SUBJECT TO CHANGE.

AUGUST:

31ST: FIRST DAY OF SCHOOL

SEPTEMBER:

7THLABOR DAY: NO CASA

OCTOBER:

12TH: COLUMBUS DAY: NO CASA- FULL DAY CAMPS AVAILABLE AT
DOUGLASS COMMUNITY CENTER

NOVEMBER: (CC) COMMUNITY CENTER (ES) ELEMENTARY SCHOOL

2ND AND 3RD: STUDENT HOLIDAY: NO CASA- FULL DAY CAMPS AVAILABLE

BLUEMONT CC, LIBERTY ES, DOUGLASS CC, ALGONKIAN ES

25TH-27TH: THANKSGIVING BREAK: NO CASA- FULL DAY CAMPS AVAILABLE ON
THE 25TH, AT LIBERTY ES, DOUGLASS CC

DECEMBER: (CC) COMMUNITY CENTER

21ST-JANUARY 1ST: WINTER BREAK: NO CASA- FULL DAY CAMPS AVAILABLE
EXCEPT ON 12/24, 12/25 AND 1/1/2016.

12/21-23 - DOUGLASS CC

12/28-31 – DOUGLASS CC

JANUARY:

1ST: NO CASA

18TH: MARTIN LUTHER KING, JR DAY: NO CASA

29TH: MOVEABLE HOLIDAY: NO CASA- FULL DAY CAMPS AVAILABLE

FEBRUARY:

15TH: PRESIDENT'S DAY- NO CASA

MARCH:

21ST- 25TH: SPRING BREAK: NO CASA- FULL DAY CAMP AVAILABLE

APRIL:

15TH: STUDENT HOLIDAY- FULL DAY CAMP AVAILABLE

MAY:

30TH: MEMORIAL DAY: NO CASA

JUNE:

14TH: LAST DAY OF SCHOOL.

IX. SCHOOL CLOSINGS AND WEATHER INFORMATION

INCLEMENT WEATHER DAYS

PARENTS AND SCHOOL OFFICIALS ARE RESPONSIBLE FOR IMPLEMENTING ANY EMERGENCY PICK- UP ARRANGEMENTS DURING SCHOOL HOURS. IF WEATHER CONDITIONS WORSEN DURING CASA HOURS, SITE STAFF MAY CONTACT PARENTS TO PICK UP PARTICIPANTS EARLIER THAN NORMAL. PLEASE NOTE: THIS WILL OCCUR ONLY AT THE DIRECTION OF THE DIRECTOR OF PRCS. CASA STAFF WILL REMAIN ON SITE UNTIL ALL PARTICIPANTS HAVE BEEN PICKED UP.

CASA IS CLOSED IF THERE IS AN EARLY DISMISSAL OR WHEN SCHOOL IS CLOSED. (WEATHER RELATED OR OTHER REASONS)

CASA IS NOT CONSIDERED A LCPS AFTERSCHOOL ACTIVITY. IF LCPS CLOSES EARLY DUE TO INCLEMENT WEATHER, CASA WILL NOT BE IN SESSION. IF LCPS REMAINS OPEN UNTIL NORMAL DISMISSAL HOURS, CASA WILL BE IN SESSION.

OZONE ACTION DAYS

CODE RED DAYS WILL BE MONITORED BY THE STAFF. ON THESE DAYS, CASA WILL LIMIT THEIR TIME OUTDOORS. IF OUTSIDE DURING VERY HOT AND HUMID DAYS, STAFF WILL ENCOURAGE CHILDREN TO DRINK PLENTY OF WATER AND WILL FACILITATE ONLY PASSIVE, LOW-AEROBIC TYPE ACTIVITIES.

CITIZEN ALERT SYSTEM

THE LOUDOUN COUNTY CITIZEN ALERT SYSTEM IS A FREE SERVICE THAT IS AVAILABLE ON A SUBSCRIPTION BASIS. THIS SYSTEM IS DESIGNED TO PROVIDE IMMEDIATE AND ACCURATE INFORMATION TO SUBSCRIBERS IN THE EVENT OF EXTRAORDINARY CIRCUMSTANCES.

TO LEARN MORE ABOUT THE SYSTEM OR TO SUBSCRIBE, GO TO THE LOUDOUN COUNTY WEBSITE (WWW.LOUDOUN.GOV). CLICK "SIGN UP FOR ALERT LOUDOUN." TO SUBSCRIBE, SIMPLY FOLLOW THE ONLINE INSTRUCTIONS.

X. GENERAL INFORMATION AND POLICIES

FREQUENT AND OPEN COMMUNICATION BETWEEN STAFF AND PARENTS IS KEY TO A SUCCESSFUL PROGRAM. PLEASE KEEP STAFF INFORMED OF ANY CHANGES TO PERSONAL INFORMATION OR SCHEDULE CHANGES. PLEASE PROVIDE US WITH REGULAR FEEDBACK ON ANY ISSUES, COMPLAINTS, OR CONCERNS. WE WILL DO THE SAME BY PROVIDING AN OPPORTUNITY FOR YOU TO SPEAK WITH STAFF ONE-ON-ONE REGARDING YOUR CHILD'S DEVELOPMENT, BEHAVIOR, ADJUSTMENT, AND NEEDS.

THE SITE TELEPHONE IS FOR EMERGENCIES ONLY DURING PROGRAM HOURS. CHILDREN ARE ALLOWED ACCESS TO THE CASA SITE PHONE WITH PERMISSION FROM STAFF. CELL PHONE USE IS PROHIBITED DURING CASA IN ACCORDANCE WITH THE LOUDOUN COUNTY PUBLIC SCHOOL POLICY.

EACH PARTICIPANT WILL STORE PERSONAL BELONGINGS IN AN INDIVIDUAL STORAGE BIN. STAFF IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

PARENTS ARE WELCOME TO OBSERVE AND PARTICIPATE AT ANY TIME THAT THEIR CHILD IS ENROLLED IN THE PROGRAM AND IS ATTENDING THAT DAY. THIS IS IN ACCORDANCE WITH 63.2-1813 OF THE CODE OF VIRGINIA.

WE WELCOME ANY TALENT YOU WOULD LIKE TO SHARE. PLEASE NOTIFY SITE SUPERVISOR ABOUT YOUR INTEREST.

SCHEDULE CHANGE: IF YOUR CHILD WILL BE ABSENT FROM THE PROGRAM, PLEASE CALL THE SITE PHONE NUMBER AND LEAVE A MESSAGE TO NOTIFY STAFF OF THE

ABSENCE PRIOR TO THE BEGINNING OF THE PROGRAM, OR PROVIDE WRITTEN NOTIFICATION TO THE SITE SUPERVISOR. YOU WILL RECEIVE A PHONE CALL EVERY TIME YOUR CHILD IS ABSENT WITHOUT NOTIFICATION.

SIGN IN/OUT POLICY

IT IS A LICENSING AND PRCS REQUIREMENT THAT AN AUTHORIZED ADULT SIGNS EACH CHILD OUT DAILY.

- A) FOR THE SAFETY OF YOUR CHILD
- B) TO ENSURE COMMUNICATION BETWEEN CASA PARENTS AND STAFF
- C) TO RECORD ACCURATE ATTENDANCE DATA

LOUDOUN COUNTY PRCS WILL NOT BE LIABLE FOR ANY CHILD NOT SIGNED OUT BY AN AUTHORIZED ADULT. IF THE PROBLEM PERSISTS, SERVICES MAY BE TERMINATED.

LIMITATIONS ON ATTENDANCE ARE AS FOLLOWS:

- A) FAILURE TO PAY FEES AS REQUIRED; (THIS WILL RESULT IN YOUR CHILD BEING DROPPED FROM ENROLLMENT AND THEREFORE THEY MAY NO LONGER ATTEND CASA)
- B) FAILURE TO COMPLETE ALL REQUIRED REGISTRATION PROCEDURES;
- C) FAILURE TO COMPLY WITH PROGRAM POLICIES, PROCEDURES, AND CODE OF CONDUCT;
- D) CHILD'S TEMPERATURE IS 100 DEGREES OR OVER;
- E) COMMUNICABLE DISEASE: YOU MUST NOTIFY THE PROGRAM WITHIN 24 HOURS IF ANYONE IN THE HOUSEHOLD HAS A COMMUNICABLE DISEASE. PRIOR TO YOUR CHILD RETURNING TO THE PROGRAM, PARENTS MUST PROVIDE A PHYSICIAN'S CERTIFICATION THAT THE CONDITION IS NO LONGER CONTAGIOUS.
- F) EARLY DISMISSAL FROM SCHOOL RESULTING FROM ILLNESS

CHILD ABUSE/NEGLECT

IN ACCORDANCE WITH THE CODE OF VIRGINIA, LOUDOUN COUNTY PRCS STAFF IS RESPONSIBLE FOR REPORTING ALL SUSPECTED ABUSE OR NEGLECT TO THE DEPARTMENT OF FAMILY SERVICES CHILD PROTECTIVE SERVICES.

ALL SUSPECTED CHILD ABUSE WILL BE REPORTED TO THE LOUDOUN COUNTY DEPARTMENT OF FAMILY SERVICES FOR INVESTIGATION. ANY SUSPICION OF ABUSE OR NEGLECT WILL BE REPORTED TO THE SITE SUPERVISOR IMMEDIATELY. ON-SITE STAFF WILL CONTACT THEIR APPROPRIATE SUPERVISOR IN THE DEPARTMENT OF PARKS, RECREATION AND COMMUNITY SERVICES AND DEPARTMENT POLICY WILL BE FOLLOWED.

EMERGENCY PREPAREDNESS AND SHELTER IN PLACE

STATE CHILD CARE LICENSING REQUIRES THAT WE PERFORM MONTHLY FIRE DRILLS AND SHELTER IN PLACE DRILLS.

EVERY CASA PROGRAM HAS AN EMERGENCY PREPAREDNESS PLAN AND A SHELTER-IN-PLACE PLAN THAT WILL BE IMPLEMENTED IN CASE OF WEATHER EMERGENCIES, CHEMICAL OR OTHER EXTREME EMERGENCIES. PLANS ARE AVAILABLE AT EACH LOCATION AND CAN BE VIEWED.

EMERGENCY PICK-UPS

EMERGENCY PICK-UP: THREE EMERGENCY CONTACTS OTHER THAN PARENTS OR GUARDIANS MUST BE LISTED ON EACH CHILD'S APPLICATION BEFORE A CHILD WILL BE ADMITTED TO THE PROGRAM.

TWO EMERGENCY CONTACTS MUST BE AT A LOCATION DURING CASA HOURS THAT IS WITHIN A 30 MILE RADIUS OF THE CASA SITE.

ONE OF THESE EMERGENCY CONTACTS WILL BE CONTACTED IF A PARENT OR GUARDIAN CANNOT BE REACHED TO PICK UP CHILDREN IN THE EVENT OF AN EMERGENCY.

IF A CHILD IS NOT PICKED UP WITHIN 15 MINUTES OF THE CLOSE OF THE PROGRAM AND A PARENT OR GUARDIAN CANNOT BE REACHED, EMERGENCY CONTACTS WILL BE CONTACTED TO PICK UP A CHILD/CHILDREN.

PARTICIPANTS ARE ALLOWED TO LEAVE WITH SOMEONE OTHER THAN THEIR LEGAL GUARDIAN (MUST BE AGE 16 OR OLDER) IF WRITTEN OR VERBAL NOTIFICATION FROM THE LEGAL GUARDIAN IS PROVIDED. A CHILD WILL BE RELEASED ONLY TO THE PARENTS OR OTHERS WHO ARE LISTED IN THE EMERGENCY SECTION OF THE

REGISTRATION FORM. ANYONE PICKING UP A CHILD MUST BE PREPARED TO SHOW PHOTO IDENTIFICATION.

SNACK INFORMATION

SNACK POLICY: SNACKS ARE PROVIDED AT OUR SITES AND MEET THE NUTRITIONAL NEEDS OF THE CHILDREN AS ESTABLISHED BY THE U.S. DEPARTMENT OF AGRICULTURE. ALL SNACK MENUS ARE POSTED FOR PARENTAL INFORMATION AT EACH SITE. SINCE WE DO NOT SUPPLY FOOD FOR SPECIAL DIETS, RELIGIOUS, OR MEDICAL REASONS, PARENTS ARE REQUIRED TO PROVIDE SUCH FOOD FOR THEIR CHILD. PARENTS MUST PROVIDE DOCUMENTATION IDENTIFYING THE REASON FOR THE SPECIAL DIET AND THE DIET MUST COMPLY WITH THE USDA NUTRITIONAL GUIDELINES. THE CHILDREN MAY NOT SHARE THEIR SNACK WITH OTHER CHILDREN.

XI. LICENSING INFORMATION

VIRGINIA DEPARTMENT OF SOCIAL SERVICES: DIVISION OF LICENSING PROGRAMS:
11320 RANDOM HILLS ROAD, SUITE 200 FAIRFAX, VIRGINIA 22030
703-934-1505

THE COMMONWEALTH OF VIRGINIA SETS STANDARDS FOR LICENSED CHILD DAY CARE PROGRAMS. ALL AFTER SCHOOL CASA PROGRAMS, WHICH ARE LICENSED, MEET OR EXCEED THESE STANDARDS. LICENSING INFORMATION RELATING TO A SPECIFIC SITE MAY BE OBTAINED AT WWW.DSS.STATE.VA.US

LICENSING RATIOS: MAXIMUM STAFF TO CHILD RATIOS ARE 1 TO 18 FOR STUDENTS IN REGULAR EDUCATION.

LICENSING INFORMATION FOR PARENTS ABOUT CHILD DAY CARE PROGRAMS

THE COMMONWEALTH OF VIRGINIA HELPS ASSURE PARENTS THAT CHILD DAY CARE PROGRAMS THAT ASSUME RESPONSIBILITY FOR THE SUPERVISION, PROTECTION, AND WELL-BEING OF A CHILD FOR ANY PART OF A 24-HOUR DAY ARE SAFE. TITLE 63.1, CHAPTER 10 OF THE CODE OF VIRGINIA GIVES THE DEPARTMENT OF SOCIAL SERVICES AUTHORITY TO LICENSE THESE PROGRAMS.

STANDARDS FOR LICENSING CHILD DAY CARE CENTERS ADDRESS CERTAIN HEALTH PRECAUTIONS, ADEQUATE PLAY SPACE, A RATIO OF CHILDREN PER STAFF MEMBER, EQUIPMENT, PROGRAM AND RECORD KEEPING. CRIMINAL RECORD CHECKS AND SPECIFIC QUALIFICATIONS FOR STAFF AND MOST VOLUNTEERS WORKING DIRECTLY WITH CHILDREN ARE ALSO REQUIRED. STANDARDS REQUIRE THE FACILITY TO MEET APPLICABLE FIRE, HEALTH, AND BUILDING CODES.

COMPLIANCE WITH STANDARDS IS DETERMINED BY ANNOUNCED AND UNANNOUNCED VISITS TO THE PROGRAM BY LICENSING STAFF WITHIN THE

DEPARTMENT OF SOCIAL SERVICES. IN ADDITION, PARENTS OR OTHER INDIVIDUALS MAY REGISTER A COMPLAINT ABOUT A PROGRAM WHICH WILL BE INVESTIGATED IF IT VIOLATES A STANDARD. A REGULAR LICENSE IS ISSUED WHEN THE PROGRAM MEETS THE STANDARDS FOR LICENSURE.

IF YOU WOULD LIKE ADDITIONAL INFORMATION ABOUT THE LICENSING OF CHILD DAY CARE PROGRAMS OR WOULD LIKE TO REGISTER A COMPLAINT, PLEASE CONTACT THE REGIONAL OFFICE OF SOCIAL SERVICES CLOSEST TO YOU.

XII. BEHAVIOR MANAGEMENT

CASA FOCUSES ON HONESTY, RESPECT, FAIRNESS, TRUST, CARING, AND RESPONSIBILITY. PROGRAM RULES ARE DESIGNED FOR THE SAFETY, HEALTH, AND HAPPINESS OF THE CHILDREN, STAFF AND VOLUNTEERS. WE WANT EACH CHILD TO ENJOY THE ACTIVITIES AND TO BENEFIT FROM HIS/HER EXPERIENCE IN THE PROGRAM.

GENERAL DISCIPLINE TECHNIQUES WILL INCLUDE POSITIVE REINFORCEMENT FOR APPROPRIATE BEHAVIORS AND CAREFUL EXPLANATION OF BEHAVIORS THAT ARE UNACCEPTABLE. DISCIPLINE WILL BE PROGRESSIVE IN NATURE. IT WILL BE CONSTRUCTIVE AND AGE APPROPRIATE FOR REDIRECTION AND CONFLICT RESOLUTION.

BEHAVIORS THAT MAY LEAD TO AN INCIDENT REPORT, POSSIBLE SUSPENSION, OR TERMINATION FROM THE PROGRAM:

- REFUSING TO FOLLOW BASIC SAFETY AND PROGRAM RULES.
- STEALING OR DEFACING CASA, SCHOOL PROPERTY, OR THE PROPERTY OF OTHERS.
- BULLYING AND/OR ENGAGING IN FIGHTS. LOUDOUN COUNTY PRCS WILL CALL PARENTS TO PICK UP ANY PARTICIPANT WHO IS UNABLE TO FUNCTION COOPERATIVELY WITH OTHERS OR IS A THREAT TO THE SAFETY OF HIM/HERSELF OR OTHERS.
- REPEATED DISRESPECT TOWARDS STAFF OR RUDE AND INAPPROPRIATE BEHAVIOR TOWARDS OTHERS, (BY CHILDREN OR PARENTS).
- IMMEDIATE REMOVAL FROM THE PROGRAM MAY OCCUR IF CASA ADMINISTRATION FEELS THEY CANNOT MAINTAIN THE SAFETY AND WELFARE OF THE CHILD OR OTHER PARTICIPANTS IN THE PROGRAM, OR THE CHILD ENGAGED IN BEHAVIORS ASSOCIATED WITH THE ZERO TOLERANCE POLICY.

XIII. DISCIPLINE & INCIDENT REPORTS

TYPICAL STEPS PERTAINING TO DISCIPLINE AND INCIDENT REPORTS

- CHILD DOES NOT ABIDE BY RULES; CASA STAFF DISCUSSES BEHAVIOR AND CONSEQUENCES WITH THE CHILD AND INFORMS PARENT/GUARDIAN. AN INCIDENT REPORT IS WRITTEN.
- A MEETING MAY BE REQUIRED BETWEEN PARENT(S), CASA STAFF, CASA SPECIALIST, AND/OR CASA COORDINATOR, TOGETHER WITH THE CHILD, TO DEVELOP STRATEGIES TO IMPROVE BEHAVIOR. UPON PARENT RECEIVING A 2ND INCIDENT REPORT, STAFF WILL INFORM PARENTS THAT A 3RD INCIDENT REPORT MAY LEAD TO SUSPENSION FROM THE PROGRAM.
- CHILD'S THIRD OFFENSE: STAFF WRITES AN INCIDENT REPORT AND INFORMS PARENTS. SUPERVISOR CONSULTS WITH CASA SPECIALIST, CASA COORDINATOR, AND DIVISION MANAGER FOR THE APPROPRIATE ACTION. PARENT IS THEN INFORMED OF DECISION. IF THE DECISION IS MADE IN FAVOR OF SUSPENSION, THE PARENT WILL BE GIVEN 24 HOURS NOTICE, IF POSSIBLE AND APPROPRIATE, SO THAT ALTERNATIVE ARRANGEMENTS CAN BE MADE. IF THE PROBLEM PERSISTS FOLLOWING RETURN FROM SUSPENSION, A CONFERENCE AMONG PARENTS, CASA STAFF, CASA SPECIALISTS, CASA COORDINATOR, AND DIVISION MANAGER WILL BE HELD TO DISCUSS DISMISSAL OF THE CHILD FROM THE PROGRAM.
- THE CASA PROGRAM AND STAFF ARE PLEDGED TO MAKE EVERY EFFORT TO MAINTAIN A CHILD IN THE PROGRAM. ONLY AFTER ALL THE PROCEDURES HAVE FAILED ON THE PART OF THE ADMINISTRATION STAFF AND PARENTS, WILL DISMISSAL BE CONSIDERED. IF, IN THE OPINION OF THE CASA SPECIALIST, CASA COORDINATOR, DIVISION MANAGER, AND PRCS DIRECTOR, A CHILD'S BEHAVIOR PRESENTS A PHYSICAL DANGER TO HIM/HERSELF OR OTHERS, OR IF THE CHILD FAILS TO FOLLOW RULES, THEN AN IMMEDIATE SUSPENSION FROM THE CASA PROGRAM MAY RESULT.
- INCIDENT REPORTS ARE ALSO WRITTEN FOR OTHER SERIOUS EVENTS ON SITE SUCH AS FIRE, DRUG REACTION, SECURITY, OR OTHER UNUSUAL SITUATIONS.

CAUSES & PROCEDURE FOR DISMISSAL

CAUSES:

- A) FAILURE TO PAY FEES AS REQUIRED.
- B) FAILURE TO COMPLETE ALL REQUIRED REGISTRATION PROCEDURES.

C) FAILURE TO COMPLY WITH PROGRAM POLICIES, PROCEDURES, AND CODE OF CONDUCT.

PROCEDURES:

A) IF CAUSE FOR DISMISSAL IS EVIDENT, THE CASA COORDINATOR WILL CONTACT THE PARENTS AND ALL EFFORTS WILL BE MADE TO REMEDY ANY PROBLEMS THAT EXIST.

B) IN MOST SITUATIONS THE PARENT WILL BE GIVEN 24 HOURS NOTICE BEFORE SUSPENSION FROM THE PROGRAM IS IMPLEMENTED.

C) AFTER A SUSPENSION, A PROBATIONARY PERIOD WILL BE SET TO ALLOW TIME FOR THE PROBLEM TO BE RESOLVED.

D) IF THE PROBATIONARY PERIOD STILL EXISTS, THE STAFF AND PARENTS WILL AGAIN DISCUSS POSSIBLE SOLUTIONS. SUGGESTIONS MAY BE MADE TO SEEK REFERRAL FROM OTHER COUNTY RESOURCES OR AGENCIES.

E) ONLY AFTER ALL RESOURCES HAVE BEEN EXPENDED WILL DISMISSAL BE CONSIDERED. PARENTS WILL BE NOTIFIED IN WRITING OF THE DISMISSAL, AND IF POSSIBLE AND PRACTICAL, WILL BE GIVEN AT LEAST 24 HOURS NOTICE. NO REFUND WILL BE ISSUED IF A CHILD IS DISMISSED FROM CASA.

ZERO TOLERANCE POLICY

PRCS DOES NOT PERMIT THE USE OF TOBACCO PRODUCTS, ALCOHOL, DRUGS, OR FIREWORKS DURING OUR CASA PROGRAM.

VERBAL THREATS AS WELL AS THE USE OF WEAPONS ARE ALSO PROHIBITED.

IN ADDITION, THEFT, VIOLENT BEHAVIOR, OR DESTRUCTION OF PROPERTY WILL NOT BE TOLERATED.

ANY VIOLATION MAY RESULT IN IMMEDIATE DISMISSAL FROM CASA WITH NO REFUND OF CASA FEES. PARENTS WILL BE EXPECTED TO PROVIDE IMMEDIATE TRANSPORTATION HOME, SHOULD AN INCIDENT OCCUR ON/OFF SITE.

XIV. HEALTH & EMERGENCY FORMS

DAILY HEALTH CHECK

EACH CHILD HAS A DAILY HEALTH INSPECTION UPON ARRIVAL AT THE PROGRAM. IF THE STAFF FEELS THE CHILD IS NOT WELL, OR HAS A FEVER, RECURRING VOMITING OR DIARRHEA, YOU WILL BE ASKED TO TAKE THE CHILD HOME. TO ALLOW A CHILD TO ATTEND, WHILE SICK OR BEFORE COMPLETE RECOVERY, NOT ONLY IS

INDIVIDUALLY HARMFUL, BUT EXPOSES THE ENTIRE GROUP TO THE RISK OF INFECTION.

FEVER POLICY

ACCORDING TO THE HEALTH DEPARTMENT, CHILDREN WITH FEVERS ARE NOT NECESSARILY CONTAGIOUS. ALSO FEVERS MAY VARY AND COME AND GO. IT IS OUR POLICY THAT CHILDREN DO NOT ATTEND CASA IF THEY HAVE A FEVER WITH AN ORAL TEMPERATURE OF 101 DEGREES FAHRENHEIT, HE/SHE SHOULD REMAIN HOME FOR AT LEAST 24 HOURS AFTER THE FEVER BREAKS, UNLESS A NOTE FROM THE PHYSICIAN AUTHORIZING THEIR ATTENDANCE IS PROVIDED. A CHILD SHOULD NOT ATTEND THE PROGRAM IF THEY HAVE A RUNNY NOSE AND ARE NOT CAPABLE OF CARING FOR IT THEMSELVES.

IF A CHILD ENROLLED IN THE PROGRAM HAS A COMMUNICABLE DISEASE, THE PARENTS ARE URGED TO NOTIFY THE CASA COORDINATOR IMMEDIATELY. THE PARENTS OF THE OTHER CHILDREN WILL BE NOTIFIED.

CHILDREN WHO HAVE HAD A COMMUNICABLE DISEASE MAY NOT RETURN TO THE PROGRAM UNLESS THEY HAVE A DOCTOR'S NOTE STATING THEY ARE NO LONGER CONTAGIOUS.

IMMUNIZATIONS

EACH CHILD IS REQUIRED TO HAVE THE IMMUNIZATIONS AND VACCINATIONS APPROPRIATE FOR A CHILD THEIR AGE AND BEFORE ACCEPTANCE INTO THE PROGRAM. THE CHILD'S IMMUNIZATION MUST BE CERTIFIED BY A DOCTOR ON THE TYPE OF MEDICAL FORM PROVIDED BY THE PROGRAM.

A CHILD MAY BE EXCUSED FROM THE IMMUNIZATION IF THE PARENTS SUBMIT TO THE CASA COORDINATOR A "CERTIFICATE OF RELIGIOUS EXEMPTION."

ILL AND INJURED CHILDREN

IF A CHILD BECOMES ILL OR INJURED WHILE AT THE PROGRAM THE PARENT WILL BE IMMEDIATELY CONTACTED TO MAKE ARRANGEMENTS TO HAVE THE CHILD PICKED UP AS SOON AS POSSIBLE. IF THE PARENT IS NOT AVAILABLE, AN EMERGENCY CONTACT PERSON WILL BE CALLED.

IN AN EMERGENCY, CHILDREN WILL BE TAKEN TO AND CARED FOR IN THE SITE OR CENTER OFFICE UNTIL THEY ARE PICKED UP. IF APPROPRIATE, THE CHILD WILL BE TAKEN BY THE LOCAL RESCUE SQUAD TO THE CLOSEST EMERGENCY FACILITY.

XV. MEDICATION POLICY

MEDICATIONS

IF A CHILD MUST TAKE MEDICATION DURING THE CASA PROGRAM HOURS, A MEDICATION AUTHORIZATION FORM MUST BE COMPLETED AND GIVEN TO THE SITE SUPERVISOR ALONG WITH THE MEDICATION. ONLY MEDICATION IN ITS ORIGINAL BOTTLE, WITH A PRESCRIPTION LABEL, MAY BE GIVEN. PLEASE TELL THE STAFF IF THERE ARE ANY SIDE EFFECTS TO WATCH FOR.

THE MEDICINE WILL BE KEPT IN A LOCKED MEDICATION BOX LOCATED IN THE OFFICE SPACE OF THE CASA SITE.

THE MEDICATION AUTHORIZATION FORM AUTHORIZING ADMINISTRATION MUST INCLUDE: CHILD'S NAME, PRESCRIPTION NUMBER, EXACT DOSAGE, AND THE NAME OF THE MEDICINE, TIME TO ADMINISTER, AND ANY SPECIAL INSTRUCTIONS. PARENTS/GUARDIANS SHOULD TAKE THE MEDICATION HOME AT THE END OF EACH DAY. EXCEPTIONS MAY BE MADE FOR LONG TERM MEDICATIONS. DOCUMENTATION OF ADMINISTERING MEDICATION WILL BE ON THE MEDICATION LOG.

STAFF WILL INFORM PARENTS IMMEDIATELY OF ANY ADVERSE REACTION TO MEDICATION OR OF ANY MEDICATION CONCERNS.

EXPIRED MEDICATION NEEDS TO BE PICKED UP WITHIN 14 DAYS OF THE AUTHORIZATION EXPIRATION AND/OR MEDICATION EXPIRATION, OR IT WILL BE DISPOSED OF BY THE SITE STAFF.

SUNSCREEN AND INSECT REPELLENT POLICY

PARKS, RECREATION AND COMMUNITY SERVICES PROGRAMS THAT INCLUDE CHILD PARTICIPANTS OR THOSE WITH SPECIAL NEEDS THAT REQUIRE ASSISTANCE* ARE REQUIRED TO ADHERE TO THE SUNSCREEN USE AND APPLICATION POLICY TO INCLUDE COMMUNICATING THE REQUIREMENTS TO THE PARENT/GUARDIAN.

AUTHORITY

ISSUED BY THE DIRECTOR OF PARKS, RECREATION AND COMMUNITY SERVICES.

PROCEDURES

PARENTS ARE RESPONSIBLE FOR PROVIDING SUNSCREEN FOR EACH CHILD PARTICIPATING IN AN OUTDOOR PROGRAM OR A PROGRAM THAT INCLUDES SPENDING TIME OUTDOORS. SUNSCREEN SHOULD BE LABELED WITH THE CHILD'S NAME AND A DATE.*

STAFF SHALL INCLUDE A QUESTION ON THE REGISTRATION FORM REGARDING SUNSCREEN AND PARENTS MUST NOTIFY STAFF IF THE CHILD IS SENSITIVE TO SUN EXPOSURE.

IF SUNSCREEN IS NOT PROVIDED, STAFF WILL CONTACT THE PARENT/GUARDIAN OR THE EMERGENCY CONTACT FOR INSTRUCTIONS REGARDING THE SITUATION.

SUNSCREEN, WITH AT LEAST 30 SPF RATING, IS RECOMMENDED TO BE PURCHASED ANNUALLY TO AVOID SUNBURN.

CHILDREN SHOULD ARRIVE AT THE PROGRAM SITE EACH DAY WITH SUNSCREEN ALREADY APPLIED, EVEN ON CLOUDY DAYS.

STAFF CANNOT PROVIDE SUNSCREEN TO ANY CHILD DUE TO POTENTIAL ALLERGIES.

STAFF WILL SUPERVISE THE SELF-APPLICATION OF SUNSCREEN AS A GROUP ACTIVITY PRIOR TO THE FIRST OUTDOOR ACTIVITY OF THE DAY AND AT EACH SCHEDULED BREAK THROUGHOUT THE DAY.

IF A PARENT HAS INDICATED ON THE REGISTRATION FORM THAT A CHILD “NEEDS ASSISTANCE” APPLYING SUNSCREEN THE PARENTS NEED TO SUPPLY SPRAY SUNSCREEN IF THEY WISH THE STAFF TO APPLY. UNDER THIS CONDITION, STAFF MAY ASSIST THE CAMPER IN APPLYING THE SPRAY SUNSCREEN PROVIDED BY THE PARENT/GUARDIAN.

FOR THOSE PARTICIPANTS WITH DISABILITIES, AN ACCOMMODATION MAY BE MADE FOR STAFF TO PHYSICALLY APPLY SUNSCREEN LOTION WITH WRITTEN PERMISSION FROM THE PARENT/GUARDIAN. IN THESE CASES, 2 STAFF MEMBERS MUST BE PRESENT.

IF A PARENT HAS INDICATED ON THE REGISTRATION FORM THAT A CHILD “DOES NOT NEED ASSISTANCE” APPLYING SUNSCREEN AND THE STAFF RECOGNIZES THE CHILD HAS DIFFICULTY APPLYING SUNSCREEN PROPERLY, STAFF WILL SUPERVISE ANOTHER CHILD ASSISTING THE APPLICATION.

SEVERE ALLERGIES

THE PARENT WILL SUPPLY A COMPLETE LIST OF SPECIFIC FOOD OR ALLERGENS THAT NEED TO BE AVOIDED. COPIES WILL BE PROVIDED TO THE PROGRAM STAFF SO THEY ARE AWARE OF THE TYPE AND SEVERITY OF THE ALLERGY. ALLERGY LISTS ARE FOR STAFF USE ONLY AND MUST BE POSTED AT EACH SITE, OUT OF THE SIGHT OF THE PUBLIC AND OTHER CHILDREN.

XVI. CONTACT INFORMATION & PROGRAM LOCATIONS

LOUDOUN COUNTY PARKS, RECREATION AND COMMUNITY SERVICES

20145 ASHBROOK PLACE, SUITE 170, ASHBURN, VIRGINIA 20147

MONDAY – FRIDAY 8:30AM-5:00PM

MAIN # 703-737-8042 FAX # 703-771-5383

PRCS DIRECTOR: STEVE TORPY: 703-777-0345

PRCS DEPUTY DIRECTOR: KAREN SHEETS: 703-777-5605

CHILDREN'S PROGRAMS DIVISION

DIVISION MANAGER: DAN BUREAU	703-777-0398
ADAPTIVE RECREATION COORDINATOR: MARIA AUGER	703-771-5013
CAMP COORDINATOR: CAROLINE BENNETT-DAVIS	703-737-8031
CHILDREN'S PROGRAM COORDINATOR: CATHERINE BAISEY	703-777-0357
COVERING CASA SITES: IN THE WEST, LEESBURG AND SOUTH RIDING	
CHILDREN'S PROGRAM COORDINATOR: ALITA HOWARD	703-771-5139
COVERING CASA SITES: IN STERLING, ASHBURN, AND BRAMBLETON	
ADMINISTRATIVE ASSISTANT: SARA GENCO	703-771-5952
SUBSTITUTE SPECIALIST: LINDA LIFSEY	703-777-0432

CASA SPECIALISTS

LEAH PAGALA: LEESBURG CLUSTER:	703-771-5616
ZACHARY WALTERS: STERLING CLUSTER:	703-737-8817
WENDI BLODGETT: BRAMBLETON CLUSTER	703-737-8540
MONIQUE WILSON: ASHBURN CLUSTER	703-737-8710
AMANDA JAMES: SOUTH RIDING CLUSTER	703-737-8823
MARK DAVIS: WEST CLUSTER	703-771-5927

CASA LOCATIONS

Algonkian Elementary
20196 Carter Court
Sterling, Virginia 20165
703-430-0831

Evergreen Mills Elementary
491 Evergreen mill Rd. SE
Leesburg, Virginia 20175
703-779-0251

Moorefield Station Elementary
22325 Mooreview Parkway
Ashburn, Virginia 20148
703-858-9580

Arcola Elementary
41740 Tall Cedars Parkway
Aldie, Virginia 20105
703-327-0488

Frederick Douglass Elementary
510 Principal Drummond Way
Leesburg, Virginia 20175
571-258-1663

Mountain View Elementary
36803 Allder School Road
Purcellville, Virginia 20132
540-338-2005

Ashburn Elementary
44062 Fincastle Drive
Ashburn, Virginia 20105
703-729-6316

Francis Hazel Reid Elementary
800 North King Street
Leesburg, Virginia 20176
571-258-0912

Newton Lee Elementary
43335 Gloucester Parkway
Ashburn, Virginia 20105
703-724-3887

Balls Bluff Elementary
821 Battlefield Parkway, NE
Leesburg, Virginia 20176
703-779-9742

Hillside Elementary
43000 Ellzey Drive
Ashburn, Virginia 20148
703-724-0356

Pinebrook Elementary
25480 Mindful Court
Aldie, Virginia 20105
703-327-0023

Belmont Station Elementary
20235 Nightwatch Street
Ashburn, Virginia 20147
703-726-0133

Horizon Elementary
46665 Broadmore Drive
Sterling, Virginia 20165
703-421-9443

Potowmack Elementary
46465 Esterbrook Circle
Sterling, Virginia 20165
703-421-8126

Buffalo Trail Elementary
42190 Seven Hills Drive
Aldie, Virginia 20147
703-327-3870

Hutchison Farm Elementary
42819 Center Street
South Riding, Virginia 20152
703-327-0673

Rosa Lee Carter Elementary
43330 Loudoun Reserve Drive
Round Hill, Virginia 20141
703-661-0925

Cardinal Ridge Elementary
26155 Bullrun Postoffice Road
Centreville, Virginia 20120
703-957-4121

Leesburg Elementary
323 Plaza Street NE
Leesburg, Virginia 20176
703-779-7549

Round Hill Elementary
17115 Evening Star Drive
Round Hill, Virginia 20141
540-338-6357

Catoctin Elementary
311 Catoctin Circle SW
Leesburg, Virginia 20175
703-779-9341

Legacy Elementary
22995 Minerva Drive
Ashburn, Virginia 20148
703-327-3859

Sanders Corner Elementary
43100 Ashbrun Farm Parkway
Ashburn, Virginia 2017
703-724-1142

Cedar Lane Elementary
43700 Tolamac Drive
Ashburn, Virginia 20147
703-724-3573

Liberty Elementary
25491 Riding Center Drive
South Riding, Virginia 20152
703-327-7476

Selden's Landing Elementary
43345 Coton Commons Drive
Leesburg, Virginia 20176
703-723-5430

Cool Springs Elementary
501 Tavistock Drive
Leesburg, Virginia 20175
703-779-0208

Little River Elementary
43464 Hyland Hills Street
South Riding, Virginia 20152
703-327-0839

Steuart Weller Elementary
20700 Marblehead Drive
Ashburn, Virginia 20147
703-724-9766

Countryside Elementary
20624 Countryside Boulevard
Sterling, Virginia 20165
703-433-5727

Loudoun Valley Community Center
320 West School Street
Purcellville, VA 20132
540-338-4122

Sully Elementary
300 Circle Drive
Sterling, Virginia 20164
703-435-3541

Creighton's Corner Elementary
23171 Minerva Drive
Ashburn, Virginia 20148
703-327-7370

Lovettsville Community Center
57 E. Broad Way Street
Lovettsville, Virginia 20180
540-822-5284

Sycolin Creek Elementary
21100 Evergreen Mill Road
Leesburg, Virginia 20175
703-669-1027

Kenneth Culbert Elementary
38180 W. Colonial Highway
Hamilton, VA 20148
540-338-3509

Lowes Island Elementary
20755 Whitewater Drive
Sterling, Virginia 20165
703-444-1646

Tolbert Elementary
691 Potomac Station Drive, NE
Leesburg, Virginia 20176
703-779-7510

Discovery Elementary
44020 Grace Bridge Drive
Ashburn, Virginia 20147
571-209-8108

Meadowland Elementary
729 S. Sugarland Run Drive
Sterling, Virginia 20164
703-444-6882

Waterford Elementary
15513 Loyalty Road
Waterford, Virginia 20197
571-238-2981

Dominion Trail
44045 Bruceton Mills Circle, Ashburn,
Virginia 20147
703-729-1098

Mill Run
42940 Ridgeway Dr., Broadlands,
Virginia 20148
703-723-8025

SHELTER IN PLACE POLICY

THE EVENTS IN RECENT YEARS HAVE MADE US ALL KEENLY AWARE OF THE NEED TO REVIEW AND REFINE THE DEPARTMENT OF PARKS, RECREATION AND COMMUNITY SERVICES EMERGENCY PLAN. WITH THAT IN MIND, PREPARING FOR EMERGENCIES REQUIRES CONSIDERING ALL LIKELY SCENARIOS. WE BELIEVE THAT ALL COUNTY FACILITIES ARE VERY SAFE DURING EMERGENCY SITUATIONS. THE DEPARTMENT HAS UPDATED OUR EMERGENCY RESPONSE PLAN TO INCLUDE THE “SHELTER IN PLACE” CONCEPT. THIS CONCEPT HAS BEEN ADDED TO THE LOUDOUN COUNTY PUBLIC SCHOOLS EMERGENCY RESPONSE PLAN AND IS ANOTHER SAFEGUARD TO PROTECT OUR PARTICIPANTS AND STAFF.

AS YOU MAY KNOW, “SHELTER IN PLACE” IS DESIGNED TO CREATE A NEUTRAL ATMOSPHERE WITHIN A BUILDING BY SHUTTING DOWN ALL VENTILATION SYSTEMS AND CLOSING ALL DOORS AND WINDOWS. THE PROCEDURE IS INTENDED TO SEAL OFF A BUILDING FOR A LIMITED TIME IF THERE IS A CHEMICAL THREAT. “SHELTER IN PLACE” WILL HELP KEEP CHEMICAL AGENTS FROM LEAKING INTO BUILDINGS AND THEREFORE PROTECT ALL THAT REMAIN INSIDE.

IN THE EVENT THAT A “SHELTER IN PLACE” PROCEDURE MUST OCCUR, ALL PARKS, RECREATION AND COMMUNITY SERVICES PROGRAM PARTICIPANTS WILL BE DIRECTED BY EMERGENCY OFFICIALS TO REMAIN INSIDE AND FOLLOW PROCEDURES. DURING THIS TIME, NO ONE WILL BE PERMITTED TO ENTER OR LEAVE UNTIL EMERGENCY OFFICIALS HAVE GIVEN AN ALL-CLEAR STATUS. THE DEPARTMENT IS PREPARED TO PROVIDE WATER AND FOOD FOR OUR PARTICIPANTS FOR THE LIMITED TIME THAT THE PLAN IS NECESSARY.

DUE TO THE HEIGHTENED AWARENESS OF EMERGENCY PREPAREDNESS, PLEASE, IF NEEDED, IMMEDIATELY UPDATE YOUR EMERGENCY CONTACTS AND MEDICAL INFORMATION THAT WE HAVE ON FILE. DURING EMERGENCY SITUATIONS, WE WILL MAKE EVERY EFFORT TO COMMUNICATE THE STATUS OF ALL FACILITIES AND PROGRAMS THROUGH LOCAL TELEVISION, RADIO, AND THE COUNTY WEB SITE. THE NEW ALERT SYSTEM ENABLES CITIZENS TO SIGN UP TO RECEIVE INSTANT ALERT NOTIFICATIONS FROM COUNTY AGENCIES THROUGH MOBILE DEVICES AND E-MAILS.

WHILE WORKING WITH OTHER COUNTY AGENCIES, THE DEPARTMENT CONTINUES TO REFINE OUR SAFETY PLANS. YOUR PATIENCE AND UNDERSTANDING, SHOULD AN EMERGENCY ARISE, IS ESSENTIAL IN ORDER FOR THE DEPARTMENT TO SAFELY PROTECT OUR PROGRAM PARTICIPANTS AND CALMLY REOPEN OUR FACILITIES.

PLEASE BE ASSURED THAT STAFF IS COMMITTED TO THE SAFETY OF ALL OUR PARTICIPANTS.

SINCERELY,

STEVE TORPY, DIRECTOR
LOUDOUN COUNTY PARKS, RECREATION AND COMMUNITY SERVICES

RECEIPT OF HANDBOOK

PARKS, RECREATION AND COMMUNITY SERVICES

20145 ASHBROOK PLACE, SUITE 170

ASHBURN, VA 20147

MAIN # 703-777-0343 TDD# 703-771-5352

CHILDREN'S PROGRAMS: 703-737-8042 FAX: 703-771-5383

A COPY OF THE 2015-2016 CASA PARENT HANDBOOK WAS RECEIVED BY:

PRINT PARENT/GUARDIAN NAME

PRINT CHILD'S NAME

PARENT SIGNATURE

DATE SUBMITTED TO CASA

.....
OFFICE USE ONLY

X _____
SITE STAFF SIGNATURE

DATE

- COPY THIS PAGE AND PLACE IN CHILD'S CASA SITE FILE.
- SUBMIT ORIGINAL SIGNATURE PAGES 26 AND 27 TO YOUR CASA SPECIALIST

PARENT/PROGRAM REGISTRATION AGREEMENT ADDENDUM

LOUDOUN COUNTY DEPARTMENT OF PARKS, RECREATION, AND COMMUNITY SERVICES

CHILDREN'S PROGRAMS DIVISION

CASA PROGRAM

PARENT/PROGRAM REGISTRATION AGREEMENT ADDENDUM

CASA PARENT HANDBOOK 2015/2016

REGISTRATION AGREEMENT:

MY SIGNATURE CONFIRMS I HAVE BEEN INFORMED OF THE CHILDREN'S PROGRAMS DIVISION- CASA POLICIES ON:

1. COMMUNICABLE DISEASE AS STATED ON PAGE 18 OF THE PARENT HANDBOOK:

COMMUNICABLE DISEASE: YOU MUST NOTIFY THE PROGRAM WITHIN 24 HOURS IF ANYONE IN THE HOUSEHOLD HAS A COMMUNICABLE DISEASE. PRIOR TO RETURNING TO THE PROGRAM, PARENTS MUST PROVIDE A PHYSICIAN'S CERTIFICATION THAT THE CONDITION IS NO LONGER CONTAGIOUS.

2. SHELTER IN PLACE: AS STATED IN THE PARENT HANDBOOK ON PAGE 25 AND IN THE CASA EMERGENCY PREPAREDNESS PLAN AS STATED AND POSTED AT EACH CASA SITE.

SIGNATURE OF PARENT OR LEGAL GUARDIAN: _____

DATE: ____/____/____